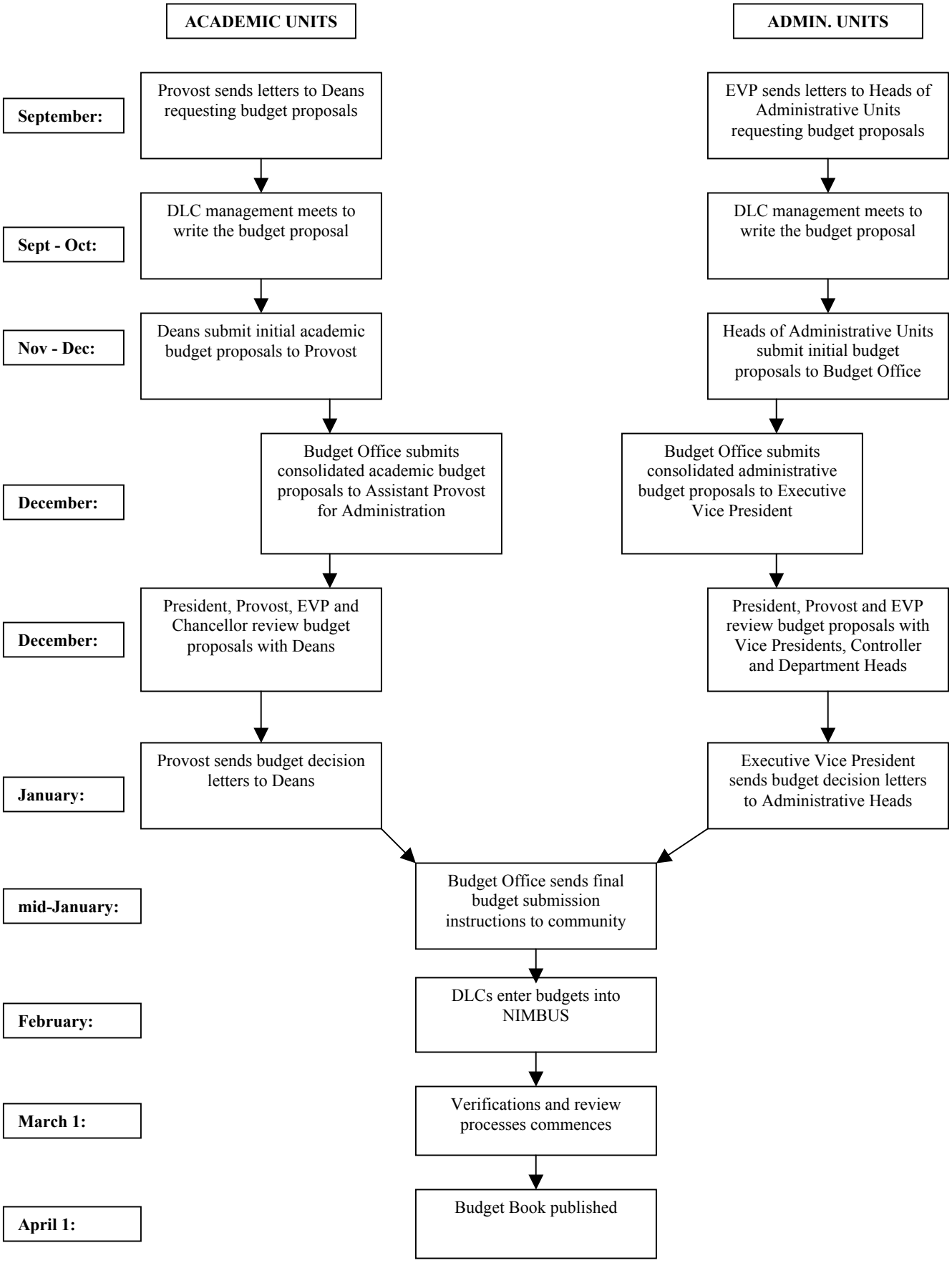ANNUAL BUDGET SUBMISSION SCHEDULE